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MEMORANDUM FOR: Deputy Director for Support  
SUBJECT : Employee Identification Numbers  
REFERENCE : DD/S 67-5291, dated 19 October 1967

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1. This memorandum is for your information only.
2. The Office of Security has given careful consideration to your proposal to adopt the Social Security number as the uniform identification number for Staff personnel and the Security File number for other individuals (not eligible for a Social Security number) in all Support Directorate systems. Representatives of the Support Services Staff have been called upon to provide details and information about the proposal.
3. Acknowledging the impediments to integrated systems development posed by multiple identification numbers, a review of the effects of the proposal upon current Office of Security programs and systems raises serious questions about the feasibility at least at present of adopting the Social Security number as the identification number of employees in our systems to the exclusion of our current numbering systems.
4. While it is recognized that implementation of the proposal would affect in some way most of the operations of the Office, its most significant effect would be felt in the following areas:
  - a. The badge system
  - b. The OS filing system
  - c. The IRD filing system
  - d. The automated systems: SANCA, SEADORS, CAPER, SPECLE

5. Changing the badge number identification system from the current five position alpha-numerical combination to the nine digit Social Security numbering method does not appear feasible due to the following considerations:

a. Use of nine digits on badges of the proposed new electronic entrance controls would seriously reduce the capacity of this planned system due to the limited magnetic-bit space on these badges.

b. DDP/RID uses the current badge system as the basis of the entire DDP document control system; this system, at least at present, cannot accommodate a badge number with more than five characters.

c. Experience reveals that the current two letter/three number combination on badges constitutes the optimum grouping for use of the guard force in spotting, remembering, and recording identification data in both its routine work and emergency situations; nine digits would prove difficult.

d. At least limited security consideration should be given to the use of Social Security numbers on badges of personnel under cover.

6. Adoption of the Social Security number as the identification number on Security (SR&CD) files would pose the following problems:

a. Since a filing system of this type is internally (as opposed to terminally) expandable, either large blocks of files must be moved frequently in a rearrangement process or allowance for internal expansion must be made in arranging the files. It is estimated that adequate allowance for such expansion would require an additional 400 square feet of floor space in SR&CD.

b. The conversion project necessitated by adoption of the proposal, even if limited to current employee files, would be time-consuming and expensive because not only would the files themselves have to be converted, but also the countless

"cross-references" contained in the files.

c. Use of the Social Security number would tend to increase the chances of misfiling due to the 50% increase in digits over the current six characters.

d. Although under the proposal all files would be numerically identified and in that sense be homogeneous, there would in effect be two sets of files: one with six character SF numbers, the other with nine digit Social Security numbers. This appears retrogressive in view of our recently completed program to convert the MS, AI, CC, and GF files to our standard six digit system.

7. The filing and conversion problems inherent in application of the proposal to SR&CD records would also affect IRD records maintenance but to a more limited degree. In addition, other questions arise concerning IRD files:

a. Approximately 20% of IRD file accessions are cases originating overseas where the proposed identification numbers would not normally be available; at present overseas IRD personnel work from blocks of unassigned numbers. The use of such a numbering system overseas is an aid in both case control and communication.

b. The current sequential IRD numbering system permits an easy method for regular file review for purposes of retirement, since lower numbers indicate older files.

c. In view of the strict compartmentation and control responsibility for IRD files placed on me by the Director, it is difficult to envision their integration within a broader system; as you are aware, these polygraph files are not even integrated with our own Security files.

8. Use of the proposed numbering system in the CAPER and SPECLE projects would require only minor program modification, but would like in the SR&CD records entail maintenance of two sets of records in the Compartmented Information Branch.

9. Application of the proposal to SANCA and SEADORS would be more difficult. SEADORS, the file retirement system, currently is composed of approximately 180,000 entries; on none of them is the Social Security number available. In the SANCA system itself, no more than 3% of the entries currently contain the Social Security number.

10. As in the files themselves, the changes would have to be made not only on the Subject names of the SANCA and manual indices, but also on all cross-referenced names.

11. Since the current SANCA and SPECLE programs have provision for a field for the Social Security number, the Office of Security can thereby tie in with the proposed Support Directorate systems. Further, we can use the Social Security number as a secondary identification number on Security files, IRD files, and pieces of correspondence originated in the Office.

12. For reasons of expense (time, manpower, and cost) as well as specific problems outlined above, it does not appear feasible:

a. to use the Social Security number for badge identification;

b. to eliminate use of the current IRD and Security file numbers in these filing systems;

c. to replace the current Security file number in our automated systems with the Social Security number, although the latter may be included in a separate identification field.

13. While the current use of fourteen different identification numbering systems is recognized as inefficient in the systems concept, we do not feel that the only alternative is to use a single identification system, since those currently in use serve unique purposes which may or may not be served by a single identifier. We suggest exploration of the possibility of using a common number, e.g. the Social Security number, as a supplemental identifier for interface only among the various sub-systems of the proposed SIPS project, but without necessarily eliminating current identification systems.

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Howard J. Osborn  
Director of Security

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